| Police Scotland logo | Freedom of Information Response Our reference: FOI 25-1197  Responded to: 17 April 2025 |
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Your recent request for information is replicated below, together with our response.

**With reference to an email sent to me on 21 November 2024, which states, *inter alia*: "we are unable to assist with student requests"**

**I would like to make a Freedom of Information request for:**

1. **A copy of Police Scotland's policy regarding how to deal with information requests, or requests for quotes/comments from student journalists;**

**2) The date which this policy was introduced;**

**3) Any correspondence or minutes of meetings which include information on how this policy was discussed, formulated and ultimately agreed upon.**

The information sought is not held by Police Scotland and section 17 of the Act therefore applies.

By way of explanation, I can confirm that there is no formal policy in place.  This is departmental guidance based upon our legislative and professional commitments, balanced against well publicised fiscal challenges in the public sector.

This is guidance for the news desk to ensure that they only deal with bona fide journalists. If a journalist is not recognised, then staff will ask them to provide an official UK Press Card as identification.

We may, on occasions ask for confirmation from a relevant editor that the person enquiring is a journalist either staff or freelance commissioned by them.  This is vitally important when providing statements and guidance.

There is also significant demand on the department, who deal with between 2,500 and 3,000 media enquiries each month from journalists which already stretches capacity. They cannot extend that to students.

Where possible, they help by directing someone to a statement already published on our website or social media for reference.

If you require any further assistance, please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by [email](mailto:foi@scotland.police.uk) or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](https://www.foi.scot/appeal), by [email](mailto:enquiries@foi.scot) or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.